



Workplace Lactation Support Mini-Grant Application Form

Overview

Women who wish to continue to breastfeed after returning to work have few and simple needs. *The Missouri Breastfeeding Friendly Worksite Program* is a state-wide initiative to increase the number of businesses that provide their employees with breastfeeding support services. The Missouri Department of Health and Senior Services (DHSS) is offering up to \$500 to Missouri employers interested in creating or improving lactation support policies and programs at their worksite. This program is part of a nation-wide campaign by the U.S. Department of Health and Human Services to encourage women to breastfeed their infants for a longer duration after they return to work.

Funding Eligibility:

To be eligible to receive a mini-grant, the business must create and provide a written breastfeeding support policy before funding is reimbursed. The policy must be in compliance with the breastfeeding support requirements from the Fair Labor Standards Act (FLSA). A fact sheet on the FLSA can be found here:

<http://health.mo.gov/living/families/wic/breastfeeding/laws.php>. Please contact (573) 522-2820 or karla.voss@health.mo.gov with questions regarding policy compliance or to see a sample policy please visit: <http://health.mo.gov/living/families/wic/breastfeeding/support.php>.

Availability of Funds:

The DHSS will fund 20 proposals for a maximum of \$500 each. Additional proposals will be considered as funds allow. **Expenses will be reimbursed** upon receipt of a properly prepared invoice, receipts for funds spent, documentation of work completed and other required paperwork. Reimbursement for items may be requested only after purchases are made after the announcement of award.

Priority is given to worksites that:

- do not already have a lactation room in place
- do not have other funding opportunities to provide lactation support
- are in communities with lower breastfeeding duration rates
- have a higher number of employees that are women of childbearing age

Application Process:

To be eligible to receive funds, businesses must complete the attached application and budget. Email completed applications to karla.voss@health.mo.gov **by February 1, 2017**. Only applications that are complete will be considered. Notice of awards will be made within 30 days of application due date or on a first come, first serve basis. **All funds must be expended by May 30, 2017.**



Funding Priority Areas:

The Workplace Lactation Support Mini-Grant will fund the following:

Primary Items to be Funded:	Secondary Items: (funded <i>after all</i> primary items)
<ul style="list-style-type: none"> • Locks on doors • Privacy screens/partitions • Comfortable chair • Table or flat surface to hold a breast pump • Signs 	<ul style="list-style-type: none"> • Mini-Refrigerator • Clock/radio • Promotional materials to inform staff and clients about lactation services • Educational materials/lending library • Multi-user breast pump

We cannot fund labor of construction or major construction materials. Child care supplies such as bottle warmers, burp rags, etc. are not allowed. Materials must support the employees of the worksite even if the room is open to the public. Please consider asking your local public health department for additional assistance with this application and logistics. They may be able to suggest room accommodations, technical assistance and/or provide breast pumps at a discounted rate. A pump may not need to be provided in the room as many insurance programs will provide a mother with a pump. **There are free promotional items (posters, door hangers, educational materials) available through the DHSS Warehouse. <http://dhsnet/Warehouse/i-literature.html>**

Reporting Requirements:

To receive reimbursement for expenses, awardees are required to submit an application for the *Missouri Breastfeeding Friendly Worksite Award*, a brief report and photograph (jpeg files only) demonstrating completion of the project goals. Child care facilities are also required to submit an application for the *Missouri Breastfeeding Friendly Child Care Award*. All documentation will be **due by May 30, 2017**. Reports and photographs should be sent to karla.voss@health.mo.gov.

For more information about the *Missouri Breastfeeding Friendly Worksite Award* Program and to order additional materials to support breastfeeding friendly worksites please visit:

<http://health.mo.gov/living/families/wic/breastfeeding/support.php>.

For more information about the *Missouri Breastfeeding Friendly Child Care Award* please visit:

<http://health.mo.gov/breastfeedingfriendlychildcare>



Missouri Breastfeeding Coalition





Workplace Lactation Support Grant Application

All proposals must address the questions below. Please type responses to each of the following questions completely and concisely.

Section A (Please list the address to receive reimbursement if different than physical location of business requesting the funding)

Name of person submitting application:

Name of Business:

Address:

City/Zip:

Email (required):

Telephone:

Amount of grant request: \$

Written policy attached: Yes _____ No _____

Section B

1. Describe your worksite, using key demographic characteristics such as number of employees, percent of employees that are females, percent of female employees that are of childbearing age, type of industry and services provided, etc.
2. Does the worksite have a current lactation room? Describe why a lactation support program is needed within your worksite and discuss any barriers you have identified that need to be addressed. Describe proposed changes to current lactation room or policy if applicable.
3. What do you hope to accomplish if funded? Please outline the general steps you will take to put your plan in place.

Section C

1. Provide a timeline of how you will execute your plan. Expand table as needed.

Timeline (mm/yy)	Activities	Person Responsible



Section D

Budget

Please see Funding Priority Areas above. Provide an itemized budget in the table below; expand the table as needed. Please be as detailed as possible. Keep in mind that a rocker/glider is not helpful when pumping. A stationary, comfortable chair is all that is needed. If budget needs to be re-adjusted after award is given, a new budget must be pre-approved before items will be reimbursed.

Funds requested: Expand table as needed.

Item	Amount
Total Amount:	

Explanations: Explanations are required for items requested over \$200.

Return applications via email to: karla.voss@health.mo.gov or fax to (573) 522-2856. Please consider asking your local public health department for additional technical assistance.



Missouri Breastfeeding Coalition



This document has been adapted from New York, Iowa, Kansas and Minnesota breastfeeding coalition's mini-grant applications. The Missouri Breastfeeding Friendly Worksite Program is supported through a partnership with the Missouri Breastfeeding Coalition and funded by a cooperative agreement with the Centers for Disease Control and Prevention.